

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73505-5100

USAFACFS Regulation  
No. 140-1

23 April 2004

U.S. Army Reserve (USAR)  
**INDIVIDUAL MOBILIZATION AUGMENTATION (IMA) PROGRAM**

Supplementation by subordinate commanders is prohibited unless specifically approved by Headquarters, USAFACFS.

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**1. PURPOSE.** This regulation states policy, assigns responsibilities, and prescribes procedures for the operation of the USAFACFS Individual Mobilization Augmentation (IMA) Program.

**2. SCOPE.** This regulation applies to the Field Artillery School, the Field Artillery Training Center, and US Army Garrison, Fort Sill.

**3. DEFINITION.** Individual Mobilization Augmentees (IMAs) are--

a. Members of the Selected Reserve who qualify to perform specific functions that are needed to respond to future contingency operations and/or mobilization.

b. Trained in peacetime so that they are able to perform designated duties when ordered to active duty.

c. Assigned to an Active Component (AC) unit or organization.

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\*This regulation supersedes USAFACFS Regulation 140-1, 9 February 1994.

d. Subject to immediate, involuntary orders to active duty when a Presidential Selected Reserve Call-up is invoked or when the President or Congress declares war or national emergency.

#### **4. POLICIES.**

a. Assign IMAs to an authorized military mobilization billet that has been properly documented on an organization's Mobilization Table of Distribution and Allowance (MOBTDA) or Modified Table of Organization and Equipment (MTOE).

b. IMAs are required to perform annual training (AT) each year with their assigned IMA proponent agency. AT is typically performed beginning on a Monday and ending on a Friday. Avoid holidays and the Christmas/New Year period as AT dates, unless agreed to by the agency or unit of assignment. Focus training on those specific duties and responsibilities the soldier will be expected to perform when ordered to active duty during a mobilization. Fragmented AT is not authorized.

(1) IMAs residing CONUS are authorized 12 days of AT plus allowable travel time. Commands participating in command or mobilization exercises requiring the presence of an IMA soldier longer than the normal 12 day AT period may request an exception to policy from ARPERSCOM for up to 19 days. See Appendix D for procedure.

(2) IMAs residing OCONUS are authorized 19 days of AT plus allowable travel time.

c. IMAs can request AT periods over 19 days but not to exceed 29 days in a fiscal year (FY). Guidelines to request additional AT days are outlined in Appendix E.

d. Grant IMAs travel time for AT. Allow travel time for travel by government conveyance and/or common carriers obtained by government procured transportation for the actual time needed to travel over the direct route including necessary delays for the transportation mode used.

e. The Office of the Chief, Army Reserve (OCAR) will fund AT for IMAs.

f. As Reservists, IMAs must earn a minimum of 50 points within the 365-day period preceding their retirement year ending date. Fifty points per year is considered a good year toward 20 years of service needed for retirement.

(1) If IMA does not get 50 points per year, points are not lost but the year is not considered a good year toward retirement (i.e., it will take longer than 20 years for retirement).

(2) IMA soldiers earn 15 points per year for membership in the Army Reserve and one point for every day, including travel time, of AT. As a result, IMAs generally earn 28 points per year if performing AT.

(3) To earn additional retirement points IMAs can complete Army Correspondence Courses, rewrite SOPs or regulations, or perform other projects that are approved by their sponsoring unit. IMAs will earn one point for every 2 hours or greater of work. Award of a second point in the same day requires additional hours to bring the day's total to a minimum of 8 hours. There is a maximum of two points in 1 calendar day.

(4) Agency/unit of assignment will complete a DA Form 1380 upon completion of IMAs work for additional points and submit the form to DPTM. DPTM will then submit DA Form 1380 to ARPERSCOM for processing and awarding of retirement points.

## **5. RESPONSIBILITIES.**

### **a. Directorate of Plans, Training, and Mobilization (DPTM)--**

(1) Maintains historical file of all IMA assignments along with duty descriptions. Agency/unit of assignment for IMAs will provide duty descriptions.

(2) Maintains consolidated list of points of contact for each agency or unit with IMA positions.

(3) Assists members of the selected reserve in identifying IMA positions for which they are qualified. If a soldier requests to be assigned to an IMA position and the agency/unit of assignment approves, the soldier completes DA Form 4651-R, blocks 1-3. DPTM forwards completed form to ARPERSCOM to ensure orders are cut to assign soldier to IMA position.

(4) Advises and assists each agency/unit with IMA positions in scheduling IMA AT.

(5) Compiles IMA biography to ensure personnel data is on file and is available to agency/unit of assignment.

(6) Ensures IMA meets requirements to perform AT.

(7) Completes Request For Orders (RFO) after IMA and agency/unit of assignment determine AT dates. Forwards RFO (DA Form 2446) to ARPERSCOM no later than 30 days prior to start of AT. If start date is less than 30 days from RFO date, a letter of lateness is required. RFO must include the following:

(a) Standard name line to include name, SSN, rank, address, and home and work phone numbers.

(b) Number of dependents.

(c) AT period to include report date and number of days.

(d) Unit of assignment to include UIC and paragraph.

(e) Request for rental car if applicable.

(f) Request for in and around mileage if applicable.

(g) Mode of transportation (air or POV).

(8) Maintains copies of AT orders for IMA sent from ARPERSCOM.

(9) Inprocess all IMA soldiers assigned to Fort Sill upon arrival for AT. Ensure IMA does the following:

(a) Signs in log book.

(b) Completes personnel data sheet.

(c) Completes DA Form 5960.

(d) Completes form for information for pay and allowances for AT.

(e) Updates W4 form, if necessary.

(f) If new to Fort Sill or banking information has changed, completes direct deposit form.

(g) Receives blank certificate of performance to be completed and signed by agency/unit of assignment.

(10) Maintains copy of aforementioned paperwork and provides a copy to IMA.

(11) Forwards finance paperwork to Defense Military Pay Office (DMPO). Payment is not made to IMA until completion of AT.

(12) Outprocess IMA upon completion of AT.

(a) Collect signed copy of certificate of performance and NCOER/OER if complete.

(b) Review and sign travel voucher upon IMA request. You must sign in Block 20c, if not, there will be a delay in your settlement. It is IMA's responsibility to fax or mail travel voucher to DFAS. Instructions for IMA are enclosed in the mailing packet sent to them from ARPERSCOM. (This is the same packet that included their orders.) Fax IMA travel vouchers to 317-510-4124/3975 (DSN 699). DFAS customer service number is 1-888-332-7366.

(c) Forward certificate of performance to DMPO which authorizes payment to IMA for AT. Pay IMA at the next Reserve pay date.

(d) Collects NCOER/OER from agency/unit of assignment and forwards to ARPERSCOM. ARPERSCOM address is Commander, ARPERSCOM, ATTN: ARPC-PSV-EO, 1 Reserve Way, St. Louis, MO, 63132-5200. Maintains copy of evaluation for records IAW AR 25-400-2.

(13) Coordinates IMA requests for deferment from AT during fiscal year with agency/unit of assignment.

(14) Collects and verifies DA Form 1380 from agency/unit of assignment and forwards to ARPERSCOM for processing and awarding of additional retirement points.

b. Agency/unit of assignment--

(1) Designates a point of contact for IMA program providing liaison between DPTM and agency/unit.

(2) Provides duty description for each IMA to DPTM.

(3) Contacts newly assigned IMA soldiers and welcomes them to the unit. During initial contact, agency/unit of assignment should--

(a) State agency/unit and position IMA is assigned.

(b) Provide name and contact information of IMA sponsor.

(c) Request IMA to send biography or DA Forms 2 and 2-1.

(d) Provide contact information.

(4) Establishes and maintains contact with assigned IMAs.

(5) Coordinates with IMAs to schedule AT. AT is typically performed beginning on a Monday and ending on a Friday. Avoid holidays or the Christmas/New Year period as AT dates. Schedule AT for each IMA by 15 March each year.

(6) Confirms AT dates with DPTM no later than 45 days prior to AT to ensure DPTM completes RFO.

(7) Informs IMA of duties and responsibilities for AT prior to arrival.

(8) Approves and disapproves of IMAs' requests for deferment of AT during a fiscal year.

- (9) Informs DPTM if IMA is not performing AT for fiscal year.
- (10) Appoints sponsors for each IMA assigned.
- (11) Ensures IMA soldiers inprocess and outprocess through DPTM.
- (12) Assists in obtaining ID cards and dog-tags.
- (13) Ensures IMA soldier completes Army Physical Fitness Test (APFT) during AT.
- (14) Ensures IMA draws required TA-50 equipment for AT from Central Issue Facility (CIF).
- (15) Plans and provides appropriate mobilization training for each IMA assigned. Informs IMA of AT projects as soon as possible.
- (16) Familiarizes IMAs with current policies, procedures, and programs to ensure proficiency is maintained.
- (17) Counsels IMA soldier if appearance is not in accordance with AR 670-1 or if IMA soldier fails to meet height-weight standard in accordance with AR 600-9.
- (18) Prepares and NCOER or OER for IMA and ensures a copy of the evaluation is furnished to IMA upon completion.
- (19) Must include UIC in block g., Part I of OER and UIC and unit phone number in block f., Part I of NCOER.
- (20) Forwards completed NCOERs and OERs to DPTM for review. DPTM sends evaluations to ARPERSCOM.
- (21) Actively seeks additional projects for IMAs (rewrite of SOPs/regulations, correspondence courses, etc.) to assist them in earning additional retirement points. Completes DA Form 1380 and forwards to DPTM.
- (22) Encouraged to send an appreciation letter to IMAs' civilian employers upon completion of AT.

c. IMA sponsor--

- (1) Ensures newly assigned IMA is contacted to provide information on organization, chain of command, mission, and training plan.
- (2) Maintains communication with assigned IMA to aid in scheduling of AT, passing information, and providing necessary information for AT RFO.

(3) Ensures IMA receives description of duties and responsibilities for AT prior to arrival.

(4) Assists IMA with inprocessing, billeting, transportation, outprocessing, and any other needs associated with AT.

d. IMA--

(1) Performs AT with assigned agency or unit each fiscal year unless excused.

(2) Provides personal biography to DPTM.

(3) Contacts sponsor or agency/unit of assignment no later than 45 days prior to AT to inform of number of dependents and mode of travel for AT.

(4) Coordinates with sponsor and agency/unit of assignment to schedule AT. AT is typically performed beginning on a Monday and ending on a Friday. Avoid holidays or the Christmas/New Year period as AT dates, unless agreed to by the agency or unit of assignment.

(5) Can request AT periods over 19 days but not to exceed 29 days in a fiscal year (FY). Guidelines to request additional AT days are outlined in Appendix E.

(6) Receives description of duties and responsibilities for AT prior to arrival from sponsor or agency/unit of assignment.

(7) Coordinates for quarters and meal as appropriate. Coordinates with sponsor to arrange for billeting, transportation, and other personal needs associated with AT.

(8) Inprocesses and outprocesses with DPTM. IMA must bring certificate of performance when outprocessing. DPTM will forward certificate of performance to DMPO which along with finance paperwork completed during inprocessing, authorizes payment to IMA for AT.

(9) Completes and sends travel voucher to DFAS. IMA must send travel voucher to DFAS in order to be paid for travel. Include instructions for settlement of travel in mailing packet sent to IMA from ARPERSCOM. Sign in Block 20c of travel voucher or there may be a delay in your settlement. Fax travel voucher to DFAS at 317-510-4124/3975 (DSN 699). DFAS customer service number is 1-888-332-7366.

(10) Develops and maintains proficiency in assigned position.

(11) Requests additional projects through agency/unit of assignment to earn additional points for retirement credit. IMAs will earn one point for every 2 hours or greater of work. Award of a second point in the same day requires additional hours to

bring the day's total to a minimum of 8 hours. There is a maximum of two points in 1 calendar day.

(12) Notifies sponsor, agency/unit of assignment of any change in Privacy Act information.

(13) Maintains personal career plan to accommodate AT and required professional development education using DA Pam 140-1 as a guide. IMA coordinates plan with agency/unit of assignment and should update plan annually.



## **APPENDIX A**

### **REFERENCES**

1. AR 140-1, Army Reserve Mission, Organization, and Training.
2. AR 140-145, Individual Mobilization Augmentation Program.
3. AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records.
4. AR 600-9, The Army Weight Control Program.
5. AR 623-105, Officer Evaluation Reporting System.
6. AR 623-205, Enlisted Evaluation Reporting System.
7. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
8. DA Pam 140-1, U.S. Army Reserve Officers Professional Development and Utilization.
9. TRADOC Memorandum 140-145, Army Reserve Individual Mobilization Augmentation (IMA) Program.

## APPENDIX B

### ABBREVIATIONS

AC	Active Component
AR	Army Regulation
ARPERSCOM	Army Personnel Command
AT	Annual Training
CIF	Central Issue Facility
CONUS	Continental US
DPTM	Directorate of Plans, Training, and Mobilization
ID	Identification
IDT	Inactive Duty Training
IMA	Individual Mobilization Augmentee
MOBTDA	Mobilization Tables of Distribution and Allowances
MTOE	Modified Table of Organization and Equipment
NCOER	Noncommissioned Officer Evaluation Report
OCONUS	Outside Continental US
OER	Officer Evaluation Report
ORB	Officer Record Brief
RFO	Request for Orders
TA	Table of Allowances

## **APPENDIX C**

### **TOUR INFORMATION**

#### **Mailing Address:**

Commander  
USAFACFS  
ATTN: ATZR-TPO  
Fort Sill, OK 73503-5100

#### **Phone Numbers:**

Duty hours: Bldg 455, DPTM, 580-442-3697/2469  
After duty hours: Bldg 5676, BOQ, 580-442-5000  
Field Officer of the Day: 580-442-4912

#### **Reporting Instructions:**

Upon arrival, report to Bldg 5676, Post Housing, to check into quarters. Report to DPTM, Bldg 455, on first day of AT, stated on orders, no later than 0900. Arrive at Fort Sill with all necessary equipment and in accordance with proper military appearance.

#### **POV Requirements and Regulations:**

POV encouraged.

#### **How to Get to Fort Sill:**

Personnel should complete travel prior to 2000 on Sundays due to lack of transportation to Fort Sill after that time. Individuals flying into the Lawton Airport should contact the military assistance desk at the airport. The desk closes at 2000 on Sundays. A free shuttle service is available between the Lawton Airport and Fort Sill as long as a copy of orders is presented.

Fort Sill is 80 miles southwest of Oklahoma City. If traveling by automobile and approaching from the north, follow I-44 south and exit at Key Gate, Fort Sill. If traveling from the south, take I-44 north and exit at Key Gate, Fort Sill. The Directorate of Plans, Training, and Mobilization (DPTM) is located on Randolph Road in McNair Hall, Building 455, Room 308. After duty hours, report to Housing, Aultman Hall, Building 5676, located on Fergusson Road.

#### **Miscellaneous:**

If necessary, ID cards will be issued during inprocessing with unit of assignment.  
All personnel should bring a minimum of \$150 to defray expenses.  
Weather: HOT summers and mild winters.

**APPENDIX D**

**REQUEST FOR 19 DAY AT**

1. Commands participating in command or mobilization exercises requiring the presence of an IMA soldier for longer than the normal 12-day AT period may request an exception to policy from ARPC-PLC-I for up to 19 days. Send requests for exception to policy to DPTM with the following information:

- a. Soldier's name.
- b. Soldier's SSN.
- c. Requested start date.
- d. Number of days requested.
- e. Justification for why the request is submitted less than 30 days prior to the requested start date, if applicable.
- f. Name of the exercise.
- g. Location of the exercise.
- h. Mission of the exercise.
- i. Short description of the soldier's duties.

2. DPTM will forward request to ARPERSCOM who will process request for exception to policy as quickly as possible.

## **APPENDIX E**

### **PROCEDURE TO REQUEST PERIODS OVER 19 DAYS AT**

1. Additional AT requests usually take the form of--
  - a. A request for a second AT, between 12 and 17 days, giving the soldier up to a total of 29 days AT in the fiscal year.
  - b. A request for a 29-day AT or extension to a soldiers currently scheduled AT up to a total of 29 days in the fiscal year.
  - c. A request for a second AT, less than 12 days. Requests of this type require substantial justification as the soldier will not receive an evaluation for the period worked and because of the added cost of transportation.
2. Requests fitting the criteria identified above must be--
  - a. In memo format addressed to Cdr, AR-PERSCOM (ARPC-PLC-I), 1 Reserve Way, St. Louis, MO 63132-5200.
  - b. Sent through your entire chain of command, signed by COL, through DPTM, to Chief of Staff.
  - c. Submitted a minimum of 75 days prior to the start date of the requested period. Requests submitted less than 75 days prior to the start date require substantial justification.
  - d. Include the following information:
    - (1) Soldiers rank, full name, and SSN.
    - (2) Type of request (2d AT, extension of current AT, 29-day AT).
    - (3) Number of days and start date.
    - (4) Geographic location of the requested AT; please indicate if the location is somewhere other than the geographic location of the soldier's unit of assignment (home station). Soldiers performing AT away from home station require an exception to policy to do so and will be checked to ensure they won't go over the first PERSTEMPO management threshold of 182 days if the additional days/location are approved.
    - (5) Justification for the requested additional AT days (for example, the duties to be performed and how they relate to the soldier's mobilization mission; exercises are generally considered to be valuable training opportunities.). In addition to a description of the duties to be performed by the soldier, the memo should state (if appropriate) that

the duties to be performed are directly related to the soldier's mobilization duties. All requests are scrutinized to ensure that the training involved is mobilization related. Do not use a manpower shortage for justification.

(6) Justification for late submission, if applicable.

(ATZR-T)

FOR THE COMMANDER:



MARK A. GRAHAM  
COL, FA  
Chief of Staff

KATHY L. BANKS  
Director of Information  
Management

DISTRIBUTION:  
Fort Sill Internet